

# **CRIMINAL JUSTICE TRAINING REFERENCE MANUAL**

## **TRAINING EXEMPTION GUIDELINES**

**SEP 98**

### **ISSUING TRAINING EXEMPTIONS UNDER SECTION 9-173 OF THE CODE OF VIRGINIA**

REVISED JULY 1, 1998

#### **I . INTRODUCTION**

The following guidelines are general criteria to be used when assessing requests for exemptions from training requirements.

A . It is the intent of the Department that exemptions are to be issued based on a proficient level of knowledge, skills and abilities for the position for which an individual is employed. Where individuals with prior experience and training demonstrate adequate knowledge, skills and abilities through a testing and assessment process, they should not be required to attend classroom training unless there is a rule or regulation in effect having such a requirement. Thus, when considering exemptions, the following guidelines may apply.

#### **II . APPLICABILITY**

A . An application for exemption of the compulsory minimum training standards may be considered for those individuals who have previously met minimum training standards in Virginia and have terminated that employment in excess of 24 months or criminal justice officers being employed in Virginia from another state who have previously met comparable minimum training standards. The Department shall not consider an exemption for an individual who has had certification revoked or has certification charges pending in another state.

B . An individual who has previously met Virginia's compulsory minimum training standards for the position to which he/she is being appointed and whose last employment date is less than 24 months from the new date of appointment is not required to make application for a training exemption. This individual needs to comply with appropriate compulsory in-service training standards within the designated time to maintain/reinstate compliance with compulsory minimum training standards.

#### **III . DEFINITIONS**

A . "IN-STATE": An individual who has previously met Virginia's compulsory minimum training standards and was employed as a criminal justice officer with a Virginia criminal justice agency whose employees were required to meet the compulsory minimum training standards pursuant to the provisions of the Code of Virginia.

B . "OUT-OF-STATE": An individual who has previously met minimum basic training standards in this state or another state for the position to which appointed, but whose last employment as a criminal justice officer was with a criminal justice agency in a state other than Virginia.

#### **IV . LAW ENFORCEMENT OFFICER**

Exemptions for this category shall only be considered where prior law enforcement experience and training has been documented by the applicant.

##### **A . EXEMPTION CATEGORIES:**

1 . "In-State" law enforcement officer out of such employment more than 24 months but less than 36 months:

a . Option 1

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- 2 . “In-State” law enforcement officer out of such employment more than 36 months but less than 48 months
  - a . Option 2, 3, 4, or 5
- 3 . “In-State” law enforcement officer out of such employment 48 months or more
  - a . Option 2, 3, or 5
- 4 . “In-State” jailor/jail officer currently employed or out of such employment 12 months or less who completed entry-level jail officer training since July 1, 1986
  - a . Option 6
- 5 . “In-State” court security/process service officer currently employed or out of such employment 12 months or less who completed entry-level court security/process service officer training since July 1, 1986.
  - a . Option 6
- 6 . “In-State” jailor/jail officer currently employed or out of such employment 12 months or less who completed entry-level jail officer training prior to July 1, 1986
  - a . Option 7
- 7 . “In-State” court security/process service officer currently employed or out of such employment 12 months or less who completed entry-level court security process service officer training prior to July 1, 1986.
  - a . Option 7
- 8 . “Out-of-State” law enforcement officer out of such employment 12 months or less
  - a . Option 2, 3, 4, or 5
- 9 . “Out-of-State” law enforcement officer out of such employment more than 12 months but less than 24 months
  - a . Option 2, 3, or 5
- 10 . “Out-of-State” law enforcement officer out of such employment more than 24 months
  - a . Option 2 or 3

### **B . LAW ENFORCEMENT OFFICER EXEMPTION OPTIONS**

The LAW ENFORCEMENT OFFICER shall attend a certified training academy and satisfactorily complete all coursework, including written and performance tests, for each subject included in the designated Option within twelve (12) months of the date of appointment.

Performance Objectives for Law Enforcement Officers

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OPTION 1: Comply with the appropriate compulsory in-service training standards for the function for which the exemption was requested. In-service training must be completed within 120 days of the date the exemption is authorized. Where applicable, field training or on-the-job training must be completed and the appropriate form submitted to the Department of Criminal Justice Services within twelve (12) months of date of appointment.

OPTION 2: The individual shall take and satisfactorily complete the series of written and performance tests comprising all grading categories/performance objectives at a certified training academy. Failure to satisfactorily complete any grading category/performance objective will require the individual to attend all subjects comprising the grading category/performance objective(s) at a certified training academy and satisfactory completion of a subsequent written and/or performance retest. Where applicable, field training or on-the-job training must be completed and the appropriate form submitted to the Department of Criminal Justice Services. Training must be completed within twelve (12) months of date of appointment unless otherwise provided within the applicable rules.

OPTION 3: The individual must attend a certified training academy and satisfactorily complete the entire compulsory minimum training standards for the category for which a waiver is requested within twelve (12) months of date of employment, unless otherwise provided within the applicable rules.

**NOTE:** *the following columns represent topics that are required to be taught under Options 4, 5, 6, or 7, depending on whether the academy is teaching the 1993 Law Enforcement Officer Entry-Level Training curricula or the 1998 Law Enforcement Officer Entry-Level training curricula.*

### OPTION 4:

#### 1983 Law Enforcement Curriculum Objectives

4.0 Protection of Life  
4.1 through 4.11.1.6  
4.12.1 or must possess valid CPR & First Aid Card  
  
10.0 Search, Seizure and Evidence  
10.1 through 10.3.11  
  
11.0 Basic Law  
11.1 through 11.19.

#### 1998 Law Enforcement Curriculum Outcomes

**Category 2.0 - Legal Issues - All**

**Category 4.0 - Patrol**  
4.54 through 4.56 - First Aid/CPR

**Category 6.0 - Defensive Tactics and Use of Force - All**

**Category 7.0 - Weapons use - All**

*Submit the DCJS law enforcement field training form within twelve (12) months of date of appointment.*

### OPTION 5:

#### 1983 Law Enforcement Curriculum Objectives

4.0 Protection of Life  
4.1 through 4.11.1.6  
4.12.1 or must possess valid CPR & First Aid Card  
  
8.0 Arrest Procedures and Techniques  
8.3 through 8.3.12  
8.4 through 8.4.7

#### 1998 Law Enforcement Curriculum Outcomes

**Category 2.0 - Legal Issues - All**

**Category 4.0 - Patrol**  
4.12 - Abnormal behavior, mental illness, custody issues  
4.13 - Family disturbance, family offenses, family abuse  
4.40 - Conduct traffic stop resulting in an enforcement action

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### 9.0 Patrol Techniques

9.8 through 9.8.14

9.10 through 9.10.1

9.20 through 9.20.3

### 10.0 Search, Seizure and Evidence

10.1 through 10.3.11

### 11.0 Basic Law

11.1 through 11.19.5

### 14.0 Handling Juvenile Matters

14.2 through 14.2.5

### 15.0 Traffic Control and Enforcement

15.2 through 15.2.1

15.3 through 15.3.9

4.41 - Make a high risk motor vehicle stop

4.45 - Identify and enforce traffic laws

4.46.1 - DUI law

4.54 through 4.56 - First Aid/CPR

### Category 6.0 - Defensive Tactics and Use of Force - All

### Category 7.0 - Weapons use - All

*Submit the DCJS law enforcement field training form within twelve (12) months of date of appointment.*

### OPTION 6:

### 1983 Law Enforcement Curriculum Objectives

#### 1.0 The Role of Law Enforcement

1.1 through 1.4

#### 2.0 Law Enforcement Within The Criminal Justice System

2.1 through 2.4

#### 3.0 Law Enforcement as a Profession

3.1 through 3.6

#### 4.0 Protection of Life

4.2 through 4.8.1 Firearms not applicable if applicant is current in entry-level

and annual in-service firearms requirements

4.9.2 through 4.9.2.5 Chemical agents

4.11 through 4.11.1.6 Unusual Hazardous Occurrences

4.12 Assistance Technique, or must possess valid CPR & First Aid

Documentation.

#### 5.0 Vehicle Operations

5.1 through 5.6

#### 6.0 Communications

6.1 through 6.44

### 1998 Law Enforcement Curriculum Outcomes

#### 1.0 - Professionalism

1.1 - Knowledge of law enforcement work

1.5.5.b. - Law Enforcement Code of Ethics

1.5.6 - Methods of handling violations of professional, ethical, or legal standards of conduct of fellow officers

1.5.7 - Discretionary enforcement of laws

1.5.8 - Positive/negative influences: law enforcement career

#### Category 2.0 - Legal Issues

2.1 through 2.4

2.7 through 2.29

2.38, 2.42, and 2.45

#### Category 3.0 - Communication

3.1 through 3.8

3.11, 3.12, 3.14, 3.15, and 3.18

#### Category 4.0 - Patrol

4.1 through 4.22

4.24 through 4.53

4.55 and 4.56

#### Category 5.0 - Investigations

5.1 through 5.20

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7.0 Interview and Interrogation Techniques

7.1 through 7.3.2

9.0 Patrol Techniques

9.1 through 9.26.2

10.0 Search, Seizure and Evidence

10.4 through 10.5.8

11.0 Basic Law

11.1 through 11.19.5

12.0 Criminal Investigation

12.1 through 12.14.3

13.0 Enforcement of Narcotics and Dangerous Drugs

13.1 through 13.2.11

14.0 Handling Juvenile Matters

14.1 through 14.2.5

15.0 Traffic Control and Enforcement

15.1 through 15.12.1

17.0 Crime Information and Communication Systems

17.1 through 17.4

18.0 Surveillance Techniques

18.1 through 18.3

20.0 Crime Prevention

20.1 through 20.6

5.22 through 5.26

### **Category 6.0 - Defensive Tactics/Use of Force**

6.3, 6.7, 6.8, 6.13, 6.16, and 6.18

### **Category 8.0 - Driver Training - All**

*Submit the DCJS law enforcement field training form within twelve (12) months of appointment*

#### **OPTION 7:**

#### **1983 Law Enforcement Curriculum Objectives**

1.0 The Role of Law Enforcement

1.1 through 1.4

2.0 Law Enforcement Within The Criminal Justice System

2.1 through 2.4

3.0 Law Enforcement as a Profession

3.1 through 3.6

#### **1998 Law Enforcement Curriculum Outcomes**

##### **1.0 - Professionalism**

1.1 - Knowledge of law enforcement work

1.5.5.b - Law Enforcement Code of Ethics

1.5.6 - Methods of handling violations of professional, ethical, or legal standards of conduct of fellow officers

1.5.7 - Discretionary enforcement of laws

1.5.8 - Positive/negative influences: law enforcement career

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4.0 Protection of Life  
4.2 through 4.8.1 Firearms not applicable if applicant is  
current in entry-level  
and annual in-service firearms requirements  
4.9.2 through 4.9.2.5 Chemical agents  
4.11 through 4.11.1.6 Unusual Hazardous Occurrences  
4.12 Assistance Technique, or must possess valid CPR &  
First Aid Documentation.

5.0 Vehicle Operations  
5.1 through 5.6

6.0 Communications  
6.1 through 6.44

7.0 Interview and Interrogation Techniques  
7.1 through 7.3.2

8.0 Arrest Procedures and Techniques  
8.1 through 8.3.12

9.0 Patrol Techniques  
9.1 through 9.26.2

10.0 Search, Seizure and Evidence  
10.1 through 10.5.8

11.0 Basic Law  
11.1 through 11.19.5

12.0 Criminal Investigation  
12.1 through 12.14.3

13.0 Enforcement of Narcotics and Dangerous Drugs  
13.1 through 13.2.11

14.0 Handling Juvenile Matters  
14.1 through 14.2.5

15.0 Traffic Control and Enforcement  
15.1 through 15.12.1

17.0 Crime Information and Communication Systems  
17.1 through 17.4

18.0 Surveillance Techniques  
18.1 through 18.3

20.0 Crime Prevention

### Category 2.0 - Legal Issues

2.1 through 2.4  
2.7 through 2.29  
2.38, 2.42, and 2.45

### Category 3.0 - Communication

3.1 through 3.8  
3.11, 3.12, 3.14, 3.15, and 3.18

### Category 4.0 - Patrol

4.1 through 4.22  
4.24 through 4.53  
4.55 and 4.56

### Category 5.0 - Investigations

5.1 through 5.20  
5.22 through 5.26

### Category 6.0 - Defensive Tactics/Use of Force

6.3, 6.7, 6.8, 6.13, 6.16, and 6.18

### Category 8.0 - Driver Training - All

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20.1 through 20.6

*Submit the DCJS law enforcement field training form within twelve (12) months of appointment*

### V . JAILOR/CUSTODIAL OFFICER

Exemptions for this category shall only be considered where prior in-state criminal justice officer experience and training or out-of-state jailor experience and training has been documented by the applicant.

#### A . EXEMPTION CATEGORIES:

- 1 . "In-State" jailor out of such employment more than 24 months but less than 36 months:
  - a . Option 1
- 2 . "In-State" jailor out of such employment 36 months but less than 48 months:
  - a . Option 2, 3, 9, or 10
- 3 . "In-State" jailor out of such employment more than 48 months:
  - a . Option 2, 3, or 10
- 4 . "In-State" correctional officer out of such employment 24 months or less who is employed as a jailor:
  - a . Option 2, 3, or 9
- 5 . "In-State court security officer/process service officer, or previously employed as such within the last 12 months, to jailor
  - a . Option 2, 3, or 8
- 6 . "In-State" court security officer/process service officer, or previously employed as such within the last 24 months, to jailor:
  - a . Option 2, 3, or 10
- 7 . "Out-of-State" jailor out of such employment 12 months or less:
  - a . Option 2, 3, or 9
- 8 . "Out-of-State" jailor out of such employment more than 12 months:
  - a . Option 2 or 3
- 9 . "Out-of-State" jailor out of such employment in excess of 24 months:
  - a . Option 3

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- 10 . "In-State" law enforcement officer, or previously employed as such within the last 12 months, to jailor
  - a . Option 2, 3, or 8
- 11 . "In-State" law enforcement officer out of such employment more than 12 months but less than 24 months who is employed as a jailor.
  - a . Option 2, 3, or 9
- 12 . "Out of State" law enforcement officer out of such employment 12 months or less:
  - a . Option 2, 3, or 10

### **B . JAILOR/CUSTODIAL OFFICER EXEMPTION OPTIONS**

The JAILOR/CUSTODIAL OFFICER shall attend a certified training academy and satisfactorily complete all coursework, including written and performance tests, for each subject in the designated Option within twelve (12) months of the date of appointment.

#### **Performance Objectives For Jailor/Custodial and Courtroom Security/Process Service Officers**

OPTION 1: Comply with the appropriate compulsory in-service training standards for the function which the exemption was requested. In-service training must be completed within 120 days of the date the exemption is authorized. Where applicable, field training or on-the-job training must be completed and the appropriate form submitted to the Department of Criminal Justice Services.

OPTION 2: The individual shall take and satisfactorily complete the series of written and performance tests comprising all grading categories/ performance objectives at a certified training academy. Failure to satisfactorily complete any grading category/performance objective will require the individual to attend all subjects comprising the grading category/performance objective(s) at a certified training academy and satisfactory completion of a subsequent written and/or performance retest. Where applicable, field training or on-the-job training must be completed and the appropriate form submitted to the Department of Criminal Justice Services. Training must be completed within twelve (12) months of date of appointment unless otherwise provided within the applicable rules.

OPTION 3: The individual must attend a certified training academy and satisfactorily complete the entire compulsory minimum training standards for the category for which a waiver is requested within twelve (12) months of date of employment, unless otherwise provided within the applicable rules.

#### **OPTION 8:**

#### **Performance Objectives Curriculum**

#### **32.2 Constitutional Law and Civil Liability**

32.7 Search and Seizure

33.5 Unusual Prisoners

33.7 Firearms (Not applicable if the applicant is current in all entry-level and annual in-service firearms requirements)

33.8 First Aid/CPR (Not applicable if individual possess a valid First Aid and CPR card)

33.11 Cell and Person Search



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- 33.13 Fire Safety
- 34.2 Inmate Supervision
- 34.3 Inmate Behavior
- 34.4 Key Control/HeadCount
- 34.5 Classification
- 34.6 Receiving and Discharging Inmates
- 34.7 Escapes
- 34.9 Medication
- 34.10 Discipline/Due Process

### **OPTION 9:**

#### **Performance Objectives Curriculum**

- 31.5 Juvenile Law
- 31.6 Freedom of Information Act
- 32.1 Code of Virginia
- 32.3 Laws of Arrest
- 32.4 Rules of Evidence
- 32.5 Probable Cause
- 32.7 Search and Seizure
- 33.5 Unusual Prisoners
- 33.7 Firearms
- 33.8 First Aid/CPR (Not applicable if individual possess a valid First Aid and CPR card)
- 33.13 Fire Safety
- 34.5 Classification
- 34.6 Receiving and Discharging Inmates
- 34.10 Discipline/Due Process

For an in-state law enforcement or in-state court security officer, the following additional performance objectives must also be completed:

- 32.2 Constitutional Law and Civil Liability
- 33.11 Cell and Person Search
- 34.2 Inmate Supervision
- 34.3 Inmate Behavior
- 34.4 Key Control/HeadCount
- 34.7 Preventing Escapes
- 34.9 Medication Security

### **OPTION 10:**

#### **Performance Objectives Curriculum**

- 31.1 Professional Ethics
- 31.5 Juvenile Law
- 31.6 Freedom of Information Act
- 32.1 Code of Virginia
- 32.2 Constitutional Law and Civil Liability

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- 32.3 Laws of Arrest
- 32.4 Rules of Evidence
- 32.5 Probable Cause
- 32.7 Search and Seizure
- 33.2 Transportation and Physical Restraints
- 33.3 Officer Safety/Arrest Techniques
- 33.4 Hostages and Disturbances
- 33.5 Unusual Prisoners
- 33.6 Chemical Agents
- 33.7 Firearms
- 33.8 First Aid/CPR (Not applicable if individual possess a valid First Aid and CPR card)
- 33.11 Cell and Person Search
- 33.13 Fire Safety
- 34.2 Inmate Supervision
- 34.3 Inmate Behavior
- 34.4 Key Control/HeadCount
- 34.5 Classification
- 34.6 Receiving and Discharging Inmates
- 34.7 Preventing Escapes
- 34.8 Trustees
- 34.9 Medication Security
- 34.10 Discipline/Due Process
- 34.12 Protecting A Crime Scene

### **VI . COURT SECURITY/PROCESS SERVICE OFFICER**

Exemptions for this category shall only be considered where prior in-state criminal justice officer experience and training or out-of-state court security officer/process server experience and training has been documented by the applicant.

#### **A . EXEMPTION CATEGORIES:**

- 1 . "In-State" courtroom security officer/process server out of such employment more than 24 months but less than 36 months:
  - a . Option 1
- 2 . "In-State" courtroom security officer/process server out of such employment more than 36 months but less than 48 months:
  - a . Option 2, 3, 12 or 13
- 3 . "In-State" courtroom security officer/process server out of such employment in excess of 48 months:
  - a . Option 2, 3, or 13
- 4 . "In-State law enforcement officer, or previously employed as such within the last 12 months, to courtroom security/process server.
  - a . Option 2, 3, or 11

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- 5 . “In-State” law enforcement officer out of such employment more than 12 months but less than 24 months who transfers to or is employed as a courtroom security officer or process server:
  - a . Option 2, 3, or 13
- 6 . “In-State” jailor, or previously employed as such within the last 12 months, to courtroom security/process server.
  - a . Option 2, 3, or 11
- 7 . “In-State” jailor out of such employment more than 12 months but less than 24 months who transfers to or is employed as a courtroom security officer or process server:
  - a . Option 2, 3, or 13
- 8 . “In-State” correctional officer out of such employment 24 months or less:
  - a . Option 2, 3, or 12
- 9 . “Out-of-State” courtroom security officer/process server out of such employment 12 months or less:
  - a . Option 2, 3, or 12
- 10 . “Out-of-State” courtroom security officer/process server out of such employment more than 12 months:
  - a . Option 2 or 3

### **B . COURT SECURITY/PROCESS SERVICE OFFICER EXEMPTION OPTIONS**

The COURT SECURITY/PROCESS SERVICE OFFICER shall attend a certified training academy and satisfactorily complete all coursework, including written and performance tests, for each subject in the designated Option within twelve (12) months of the date of appointment.

#### **Performance Objectives For Jailor/Custodial and Courtroom Security/Process Service Officers**

OPTION 1: Comply with the appropriate compulsory in-service training standards for the function which the exemption was requested. In-service training must be completed within 120 days of the date the exemption is authorized. Where applicable, field training or on-the-job training must be completed and the appropriate form submitted to the Department of Criminal Justice Services.

OPTION 2: The individual shall take and satisfactorily complete the series of written and performance tests comprising all grading categories/ performance objectives at a certified training academy. Failure to satisfactorily complete any grading category/performance objective will require the individual to attend all subjects comprising the grading category/performance objective(s) at a certified training academy and satisfactory completion of a subsequent written and/or performance retest. Where applicable, field training or on-the-job training must be completed and the appropriate form submitted to the Department of Criminal Justice Services. Training must be completed within twelve (12) months of date of appointment unless otherwise provided within the applicable rules.

OPTION 3: The individual must attend a certified training academy and satisfactorily complete the entire compulsory minimum training standards for the category for which a waiver is requested within twelve (12) months of date of employment, unless otherwise provided within the applicable rules.

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### **OPTION 11:**

#### **Performance Objectives Curriculum**

- 33.7 Firearms (Not applicable if the applicant is current in all entry-level and annual in-service firearms requirements)
- 33.8 First Aid/CPR (Not applicable if individual possess a valid First Aid and CPR card)
- 41.1 Duties and Responsibilities
- 41.2 Security Threats
- 41.3 Explosives and Security Problems
- 41.4 Identification of Personnel/Package Control/Detection
- 41.5 Sequestered Juries/Witnesses
- 42.0 Laws of Civil Process and Implementation Duties
- 42.2 D.M.V. Notices
- 42.3 Legal Document Workshop

### **OPTION 12:**

#### **Performance Objectives Curriculum**

- 31.5 Juvenile Law
- 32.1 Code of Virginia
- 32.2 Constitutional Law and Civil Liability
- 32.3 Laws of Arrest
- 32.4 Rules of Evidence
- 32.5 Probable Cause
- 32.7 Search and Seizure
- 33.7 Firearms
- 33.8 First Aid/CPR (Not applicable if individual possess a valid First Aid and CPR card)
- 42.0 Laws of Civil Process and Implementation Duties
- 42.2 D.M.V. Notices
- 42.3 Legal Document Workshop

### **OPTION 13:**

#### **Performance Objective Curriculum**

- 31.5 Juvenile Law
- 32.1 Code of Virginia
- 32.2 Constitutional Law and Civil Liability
- 32.3 Laws of Arrest
- 32.4 Rules of Evidence
- 32.5 Probable Cause
- 32.7 Search and Seizure
- 33.7 Firearms
- 33.8 First Aid/CPR (Not applicable if individual possess a valid First Aid and CPR card)
- 41.1 Duties and Responsibilities
- 41.2 Security Threats
- 41.3 Explosives and Security Problems

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- 41.4 Identification of Personnel/Package Control/Detection Devices
- 41.5 Sequestered Juries/Witnesses
- 41.6 Moot Problems/Courtroom Search
- 42.0 Laws of Civil Process and Implementation Duties
- 42.2 D.M.V. Notices
- 42.3 Legal Document Workshop

### **VII . DEPARTMENT OF CORRECTIONS OFFICER**

Exemptions for this category shall only be considered where prior state corrections officer experience and training or in-state jailor/custodial officer training and experience has been documented by the applicant.

#### **A . EXEMPTION CATEGORIES:**

- 1 . "In-State" correctional officer out of such employment more than 24 months but less than 36 months:
  - a . Option 1
- 2 . In-State" correctional officer out of such employment 36 months but less than 48 months:
  - a . Option 2, 3, or 14
- 3 . In-State" correctional officer out of such employment 48 months or more:
  - a . Option 2 or 3
- 4 . "Out-of-State" correctional officer out of such employment 12 months or less:
  - a . Option 2, 3, or 14
- 5 . "Out-of-State" correctional officer out of such employment more than 12 months:
  - a . Option 2 or 3
- 6 . "In-State" jailor out of such employment 24 months or less who is employed as a correctional officer, Department of Corrections:
  - a . Option 2, 3, or 14

#### **B . DEPARTMENT OF CORRECTIONS OFFICER EXEMPTION OPTIONS**

The DEPARTMENT OF CORRECTIONS OFFICER shall attend a certified training academy and satisfactorily complete all coursework, including written and performance tests, for each subject in the designated Option within twelve (12) months of the date of appointment.

Performance Objectives For Officers of the Department of Corrections

OPTION 1: Comply with the appropriate compulsory in-service training standards for the function which the exemption was requested. In-service training must be completed within 120 days of the date the exemption is authorized. Where

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applicable, field training or on-the-job training must be completed and the appropriate form submitted to the Department of Criminal Justice Services.

OPTION 2: The individual shall take and satisfactorily complete the series of written and performance tests comprising all grading categories/ performance objectives at a certified training academy. Failure to satisfactorily complete any grading category/performance objective will require the individual to attend all subjects comprising the grading category/performance objective(s) at a certified training academy and satisfactory completion of a subsequent written and/or performance retest. Where applicable, field training or on-the-job training must be completed and the appropriate form submitted to the Department of Criminal Justice Services. Training must be completed within twelve (12) months of date of appointment unless otherwise provided within the applicable rules.

OPTION 3: The individual must attend a certified training academy and satisfactorily complete the entire compulsory minimum training standards for the category for which a waiver is requested within twelve (12) months of date of employment, unless otherwise provided within the applicable rules.

### **OPTION 14:**

- 6.0 Control/Account for Inmates
- 34.0 Enforcing Laws, Rules and Regulations
- 35.0 Enforcing Laws, Rules and Regulations - Behavior Adjustment
- 36.0 Enforcing Laws, Rules and Regulations - Adjustment Committee
- 37.0 Enforcing Laws, Rules - ICC
- 38.0 Enforcing Laws, Rules - Grievance
- 39.0 Use of Force
- 43.0 Use of Force - Firearms

## **VIII . DISPATCHER**

Exemptions for this category shall only be considered where prior dispatcher experience and training has been documented by the applicant.

### **A . EXEMPTION CATEGORIES:**

- 1 . "In-State" dispatcher out of such employment more than 24 months but less than 36 months:
  - a . Option 2, 3, or 15
- 2 . "In-State" dispatcher out of such employment in excess of 36 months or more:
  - a . Option 2, 3, or 16
- 3 . "Out-of-State" dispatcher out of such employment 12 months or less:
  - a . Option 2, 3, or 16
- 4 . "Out-of-State" dispatcher out of such employment more than 12 months:
  - a . Option 2 or 3

# **CRIMINAL JUSTICE TRAINING REFERENCE MANUAL**

## **TRAINING EXEMPTION GUIDELINES**

**SEP 98**

### **B . DISPATCHER EXEMPTION OPTIONS**

The DISPATCHER shall attend a certified training academy and satisfactorily complete all coursework, including written and performance tests, for each subject in the designated Option within twelve (12) months of the date of appointment.

#### Performance Objectives and Course Curriculum for Dispatchers

OPTION 1: Comply with the appropriate compulsory in-service training standards for the function which the exemption was requested. In-service training must be completed within 120 days of the date the exemption is authorized. Where applicable, field training or on-the-job training must be completed and the appropriate form submitted to the Department of Criminal Justice Services within twelve (12) months of date of appointment.

OPTION 2: The individual shall take and satisfactorily complete the series of written and performance tests comprising all grading categories/ performance objectives at a certified training academy. Failure to satisfactorily complete any grading category/performance objective will require the individual to attend all subjects comprising the grading category/performance objective(s) at a certified training academy and satisfactory completion of a subsequent written and/or performance retest. Where applicable, field training or on-the-job training must be completed and the appropriate form submitted to the Department of Criminal Justice Services. Training must be completed within twelve (12) months of date of appointment unless otherwise provided within the applicable rules.

OPTION 3: The individual must attend a certified training academy and satisfactorily complete the entire compulsory minimum training standards for the category for which a waiver is requested within twelve (12) months of date of employment, unless otherwise provided within the applicable rules.

#### OPTION 15:

- 50.4 Rules and Regulations Governing Communications - 2 Hours
- 50.5 Emergency Communications Plans/Disasters - 3 Hours

*Submit the dispatcher on-the-job training form certifying that the individual has completed training in the required subjects within twelve (12) months of date of appointment.*

#### OPTION 16:

- 50.3.1 Operating Procedures (Telephone) and
- 50.3.2 Operating Procedures (Radio) - 16 Hours
- 50.4 Rules and Regulations Governing Communications - 2 Hours
- 50.5 Emergency Communications Plans/Disasters - 3 Hours

*Submit the dispatcher on-the-job training form certifying that the individual has completed training in the required subjects within twelve (12) months of date of appointment.*

### **IX . SPECIAL EXEMPTION REQUIREMENTS**

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- 1 . Individuals employed as a chief of police, agency administrator, or in executive level management positions wherein the duties are largely administrative shall be considered on a case-by-case basis. Requests submitted under this provision must be accompanied by appropriate justification.
- 2 . Individuals whose immediate last employment was with a comparable federal criminal justice agency shall be considered in the same manner as an "out-of-state" individual.
- 3 . Individuals employed in one of the criminal justice occupational categories provided for herein and who otherwise would qualify for requesting an exemption but whose duties are restricted administratively by the sheriff, chief of police or agency administrator for specified reasons shall be considered on a case-by- case basis. Requests submitted under this provision must be accompanied by appropriate justification.
- 4 . Individuals who have been "grandfathered" from compulsory minimum training standards shall be considered on a case-by-case basis, based upon length of prior criminal justice employment and training, primary function assignment, and other factors as may be applicable.
- 5 . Individuals who have been previously employed in Virginia as auxiliary police officers, part-time law enforcement officers or officers of a private police department and who have met the compulsory minimum training standards and have been hired by a Virginia criminal justice agency may make application for training exemptions.
- 6 . Except as otherwise noted herein, any officer employed in a category requiring satisfactory completion of compulsory minimum training standards shall meet the training requirements specified in the applicable rules.
- 7 . Applications for exemption must be requested by the Chief of Police, Sheriff, Agency Administrator or designee and only upon appointment to the position for which an exemption is being requested.



